

## **DIRECTOR SUPPLY CHAIN MANAGEMENT – JOB GROUP ‘R’ ONE (1) POST**

### **Duties and Responsibilities**

The duties and responsibilities at this level will entail:

- I. The management and coordination of the supply chain services in the county;
- II. Developing the County Annual Procurement Plan and ensuring adherence to it;
- III. Providing administrative guidelines on interpretation and implementation of Public Procurement and Disposal Act 2015 and the supporting regulations;
- IV. Analyzing supply chain management policies, rules, regulations, structures and systems;
- V. In liaison with other departments, provide guidelines on matters of procurement, contract design and implementation;
- VI. Preparing tender documents in accordance with the Public Procurement Act 2015 and coordinating the tendering process;
- VII. Determining and proposing methods and strategies of handling the supply chain management function;
- VIII. Initiating and developing supply chain management policies and performance improvement strategies that are adaptive to the changing environment and technology;
- IX. Ensuring high professional supply chain management standards;
- X. Offering professional opinions to the Accounting Officers. And
- XI. Any other duty assigned by the Chief Officer, Revenue and Supply Chain.

### **Requirements for appointment**

For appointment to this grade, one must:

- i. Be a Kenyan Citizen
- ii. Have served for at least ten (10) years in Supply Chain Management three (3) of which must be in senior Management or in a comparable and relevant position in the public sector;
- iii. Possession of a Bachelor’s Degree in Procurement and Supply Chain Management or comparable qualifications from a university recognized in Kenya will be an added advantage.
- iv. Have attended Senior Management course from Kenya School of Government or any other institution recognized in Kenya;
- v. Have understanding and knowledge of E- procurement;
- vi. Be a member of professional body (KISM) and possess current practicing license.
- vii. Demonstrate understanding of the Public Procurement and Disposal Act 2015 and its regulations; and
- viii. Satisfy the requirements of Chapter six (6) of the Constitution on Leadership and integrity;
- ix. Possession of a relevant Master’s degree will be an added advantage

**Salary Scale:** The salary will be in **Job Group “R”** and other benefits attached to this position will be as determined by the Salaries and Remuneration Commission.

- **Terms of Service:** P&P Any other duty assigned by the Chief Officer, Revenue and Supply Chain.

### **How to apply**

Details of the vacancies can be accessed at our website [www.murang'a.go.ke](http://www.murang'a.go.ke).

Applicants should apply online using the link <http://apply.muranga.go.ke> on or before **Tuesday 25<sup>TH</sup> July, 2023**.

- Applicants from other Counties are encouraged to apply.
- Any Form of Canvassing Shall Lead to Automatic Disqualification.
- Women, Minorities and Persons Living with Disabilities are Encouraged to Apply.
- Shortlisted Candidates Will Be Required to Produce Their Original Identity Cards, Academic and Professional Certificates, Testimonials, Clearance And Other Relevant Documents In Support Of Their Applications.
- INCOMPLETE applications will not be considered
- Only short-listed candidates will be contacted.

***Murang'a County Government is an equal opportunity employer***